

Organic Registration Process for San Diego County
Instruction Sheet for Application

County's Responsibility	<ol style="list-style-type: none"> 1. Distribute forms 2. Review forms for compliance with State Law 3. Upon receiving payment: <ul style="list-style-type: none"> • Assign registration number • Provide expiration date • Signs form 4. Review County pesticide use reports and records to determine if County files contradict registration information 5. Submits the white and yellow copies with all attachments, including the applicant's registration fee to: Cashier – C.D.F.A. PO Box 942872 Sacramento, CA 94271-2872
Applicant's Responsibility	<p>The applicant must complete all necessary forms.</p> <p><u>Producers</u> (growers) must bring the completed application, public information sheet, and the following items to your registration appointment:</p> <ol style="list-style-type: none"> 1. A detailed map of the growing location (map requirements on back of application form); 2. A list of substances applied to the crops; 3. A check for the registration fee made out to: <i>Cashier, California Department of Food and Agriculture;</i> 4. Proof of certification organization (if selling certified organic produce). 5. Public information sheet <p><u>Handlers</u> and <u>Processors</u> must bring the completed application and public information sheet with the items listed below to your registration appointment:</p> <ol style="list-style-type: none"> 1. A map of location and dimension of the facility; 2. A check for the registration fee made out to: <i>Cashier, California Department of Food and Agriculture;</i> 3. Proof of certification organization(s) (if selling certified organic produce). 4. A list of substances used for cleaning the facility. 5. Public information sheet
	<p>NOTE: Upon review, the CDFA Secretary shall reject a registration, which is incomplete, or not in compliance with State law. In the event of such rejection, the Secretary shall notify the County Agricultural Commissioner involved, the bases upon which the rejection was determined, and what is required in order for the applicant to become officially registered.</p>

APPLICANT INSTRUCTIONS

1 Name

Enter the name of the person, company, corporation, business, or organization applying for registration.

2 Contact Person

Enter the name of the designated person to be contacted if and when necessary. If person is not the owner of the property, submit a letter of authorization from the owner, acknowledging contact person to register the property as organic.

Address

Enter mailing address of registrant.

Phone Number

Enter the phone number(s) of registrants.

Name and Address of Certification Organization

Enter the name and address of all certification organizations that registrant is certified with, required if gross sales exceeds \$5,000.00

3 Commodity Code

Using the attached commodity list, enter the commodity code and name of the commodity (i.e., 1605 – PLUM; 2302 – BROCCOLI; etc.). The information may be submitted in a number of ways, such as: 1) a computer printout, as long as it has the same format and information as the registration form; 2) a copy of their direct marketing certified producer's certificate along with all other required information (i.e., commodity code); or 3) a highlighted commodity code sheet with all other required information (i.e., acreage).

4 Variety or Breed

Enter the specific variety or breed of the commodity. For example, if the commodity is a plum, the variety may be Santa Rosa. For those growers, which handle several varieties of the same commodity code number and use that one. However, one area of possible problems is the grower selling at a CFM. When selling at a CFM they must be able to show that the product offered for sale at the DM was produced by them and therefore it would be in their best interest to list varieties.

Location Grown/Received From

Enter the address of the location where the commodity was grown (use pesticide registration permit field numbers and maps to identify fields, if available. Maps used for clarification are also acceptable). If there is no address or site numbers, use major cross streets to find the location.

Handlers and Processors

Enter the name and address of the supplier from whom they received the commodity.

5 Yearly Gross Sales

Enter the gross sales of products sold as organic for each commodity in the calendar year, which precedes the date of registration. If no sales were made in the preceding year, enter the expected gross sales during the 12 calendar months following the registration date.

When a company grows and processes food labeled as organic, then the registration fee is based on the total sales of food sold as organic, both raw and processed.

6 Category

Enter the appropriate category(s): P – Producer; H – Handler; PR – Processor

Note: A registrant may be involved in more than one category. List all commodities and gross sales for each category.

7 Registration Fee

Registration fee for producers, processors and handlers is based on yearly gross sales.

\$	0-	25,000	\$	75
\$	25,001-	50,000	\$	100
\$	50,001-	100,000	\$	175
\$	100,001-	250,000	\$	300
\$	250,001-	500,000	\$	450
\$	500,001-	1,000,000	\$	750
\$	1,000,001-	2,500,000	\$	1,000
\$	2,500,001-	5,000,000	\$	1,500
\$	5,000,001-	15,000,000	\$	2,000
\$	15,000,001-	25,000,000	\$	2,500
\$	25,000,001-	and above	\$	3,000

8 Renewal Fee for Producers

The renewal fee for producers is based on total gross sales of food sold as organic by the registrant in the calendar year, which precedes the registration date. If no sales were made in the preceding year, base the fee on the expected sales during the 12 calendar months following the registration date.

Gross Sales	Annual Registration Fee
\$ 0 - 4,999	\$ 25
\$ 5,000- 10,000	\$ 50
\$ 10,001- 25,000	\$ 75
\$ 25,001- 50,000	\$ 100
\$ 50,001- 100,000	\$ 175
\$ 100,001- 250,000	\$ 300
\$ 250,001- 500,000	\$ 450
\$ 500,001- 1,000,000	\$ 750
\$ 1,000,001- 2,500,000	\$ 1,000
\$ 2,500,001- 5,000,000	\$ 1,500
\$ 5,000,001- 15,000,000	\$ 2,000
\$ 15,000,001- 25,000,000	\$ 2,500
\$ 25,000,001- and above	\$ 3,000

9 Renewal Fee for Handlers and Processors

The registration fees for handlers and processors are calculated based on the total of all invoices for food sold as organic. For brokers and wholesalers, the fee would be based on food that either originated in the state and was sold elsewhere, or food that originated elsewhere, and was sold in the state.

Gross Annual Sales	Annual Registration
\$ 0 - 5000	\$ 50

\$	5,001- 50,000	\$	100
\$	50,001- 125,000	\$	200
\$	125,001- 250,000	\$	300
\$	250,001- 500,000	\$	400
\$	500,001-1,500,000	\$	500
\$	1,500,001-2,500,000	\$	600
\$	2,500,001-and above	\$	700